

## **NONDISCLOSURE FORMS:**

Forms for GSA and Agency personnel are approved locally by Rodger Hoover.

Forms for contractor personnel are routed to MCIW for concurrence, following approval by the MCIW PCO. On the contractor's forms, list the following in more detail on the bottom of the first page, or attach a separate sheet if necessary:

1. Specific support that will be provided to the Government;
2. Specific information/sections of the FTS2001 MCIW contract that need to be accessed (i.e., 2 – 4 year pricing, Technical and/or Management volumes, billing, etc);
3. Length of time for access (i.e., 2004 – 2006) and why (i.e., life of support contractor's task order);
4. Name, phone number, email address of Agency or GSA point of contact (this person should also sign the form).

## **CONFLICT OF INTEREST FORMS:**

There are two different forms, depending on if the person is a contractor or a government employee – complete the appropriate form.

## **PRIVACY ACT NOTICE FORM:**

All contractor employees must fill out this form by providing their names and social security numbers.

After completing the forms, please return them to:

### **MAIL:**

Rodger Hoover  
Contracting Officer  
GSA/FTS/TQN  
10300 Eaton Place, 5<sup>th</sup> Floor  
Fairfax, VA 22030-2213

**Phone:** (703) 306-6472